

GENERAL INFORMATION ABOUT AKO ACCOUNTS

AKO has two types of accounts: Full and Guest

To register for a Full AKO Account, you must meet the following criteria:

- Active Army
- Army Retired (with a minimum of 20 years of service)
- DA Civilian
- DA Civilian, Retired
- Medical Retired
- NAF Civilian
- National Guard
- Reserves
- U.S. Military Academy Cadets
- ROTC Cadets (MS III and IV)

The following categories of people are authorized to register for a Guest AKO Account:

- Army Volunteers
- Contractor
- DoD Civilian
- Family Member of full AKO Member
- Federal Civilian Agencies
- Foreign Officers (attached to U.S. Army)
- Homeland Security
- Initial Entry
- Local National Employee
- Medical Discharged
- ROTC Cadets (MS I and II)
- US Air Force
- US Coast Guard
- US Marine Corps
- US Navy

NOTE: Guest accounts require sponsorship from an individual currently holding an active and full AKO Account. If registering for a guest account you will need to enter the AKO username of the individual sponsoring you for a guest account.

1. To register for a guest account, go to www.us.army.mil and click "Register for AKO". Click the 'Next' button under the "Guest accounts include the following" heading.

Guest accounts require sponsorship from an individual currently holding an active and full AKO Account. While registering for a guest account you will need to enter the AKO User Name of your AKO sponsor in the registration section marked "Army Sponsor". Once the required information has been entered click "Next". You will select the AKO username you would like to use and will be prompted to create a password (ensure that the password you create is a minimum of 10 characters which must contain a minimum of: 2 capital letters, 2 lower case letters, 2 numbers, 2 special symbols, and 2 additional characters of any variety). Click "Finish" to complete the registration process. Your guest account will be created and will remain in a pending status until approved by your Army Sponsor.

An email will be sent to your sponsor requesting authorization for granting your account. To approve your request, your sponsor will then need to log into his/her AKO account and log into the Sponsor Management Console located on the left side bar of the AKO Homepage under "My Account". Once your account has been approved, you will receive an authorization notification if you provided a valid email address while registering. Once your sponsor has approved your account you will be able to log into the AKO Portal immediately.

NOTE: Guest accounts are good for 365 days from the date of registration.

2. To sponsor someone for an AKO account, you must have a full and active AKO account yourself.

When the user registers for their AKO guest account, they will be prompted to "Enter the AKO User Name of your Army sponsor."

Once the user completes the guest account application an email will be sent to your AKO Email address notifying you that the guest is requesting your permission for sponsorship.

If you do not receive the email and the individual that you are sponsoring has notified you that they have registered for their guest account you may approve the account by signing into the AKO Portal and on the left side of the main page select the Update My Account link. On the next page select the Sponsor Management button. Once you log into the Sponsor Management Console you will see the person's name located under the "Pending" heading. Open the request by clicking on the blue username. Once inside the request you have the option to accept or reject the account. Once you have clicked "accept" and then "Submit", the guest account will become active.